



City of Alamo Heights Certificate of Occupancy Application

Community Development Department
6116 Broadway, San Antonio, Texas 78209
v: (210) 826-0516 f: (210) 822-5181

Business Address & Suite: _____

Business Name: _____

☐ Same as DBA

Business Owner/Manager (Individual-not company) Name: _____

Business Owner/Manager secondary Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

TX Drivers License #: _____

Tax ID #: _____

(please attach)

Tax Exempt #: _____

(please attach)

Property Owner Name: _____

Property Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

Please Check Only One:

- ☐ New Tenant
☐ Existing Business, New Owner
☐ Existing Business Owner/New Business Name

- ☐ Expanding/Increasing Lease Space
☐ Shell Building/House Lights/New Property Owner
☐ Residential Home Occupation

I hereby certify that I have read and examined this application and know the same to be true and correct. I have answered the questions on the back of this form to the best of my knowledge. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a license/certificate does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

All application fees for Certificate of Occupancy are non-refundable. This certificate will not be issued until all other permits, fees, and building inspections have been completed.

Applicant Name (print): _____

Applicant Signature: _____

Property Owner Signature: _____

SEE REVERSE TO ANSWER THE QUESTIONS ON THE BACK OF THIS FORM. THIS APPLICATION WILL NOT BE ACCEPTED IF INCOMPLETE.

Provide a brief description of the proposed use of the building, space, or land: _____

Section 1: Commercial or Industrial Uses Only

What is the square footage of lease space? _____

Please Check Only One:

Is there an active building permit for this location? ☐ YES ☐ NO
(If yes: all construction must complete and permit inspections approved prior to CofO inspection request)

Are you ready to schedule the CofO inspection? ☐ YES ☐ NO
(If yes: the space must be open for inspection between 8 am to 5 pm tomorrow)

What was the previous use of the proposed lease space? _____

Are you enlarging a tenant space, combining suites or portions of suites? ☐ YES ☐ NO
(If yes: Which suites? _____)

Will you store, use, dispense, or mix flammable or combustible liquids? ☐ YES ☐ NO
(If yes: Which liquids? _____)

Is the building equipped with a fire sprinkler system? ☐ YES ☐ NO

Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared? ☐ YES ☐ NO
(If yes: Food Establishment Permit is required)

Will alcoholic beverages be sold for consumption on the premises? ☐ YES ☐ NO
(If yes: What is your TABC license #? _____)
(Contact the Community Development Office to apply for the City of Alamo Heights Liquor License)

Will sexually-oriented business or adult entertainment be conducted or sold on premises? ☐ YES ☐ NO

Will this facility be providing care or supervision for thirteen (13) or more unrelated children under the age of fourteen (14) for periods of time less than 24 hours? ☐ YES ☐ NO

Is a grease trap located on the premises? ☐ YES ☐ NO

Section 2: Residential Home Occupations Only

If applying for a home day care license:
How many children will be kept? _____ Ages? _____ From to

Restrictions on Home Occupations:

Initial

- * No advertisement of the home address for business purposes
- * No on-site signage advertising the home occupation
- * No services are permitted on-site other than by phone, fax, computer
- * No outside employees may office from the residence or be present on-site
- * No equipment will be added for operation of the home occupation
other than normal home equipment
- * No retail sales is intended and no increase in vehicular/pedestrian traffic

